

**Bylaws and Policies**

**of the**

**Department of History**

**University of Wisconsin-La Crosse**

**(September 16, 2009)**

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## **I. Title with Name of Department and Date of Last Bylaw Adoption**

BYLAWS AND POLICIES OF THE DEPARTMENT OF HISTORY, University of Wisconsin-La Crosse, 9/16/09

## **II. Organization and Operation**

Department members are governed by six interdependent sets of regulations:

1. Federal and State laws and regulations;
2. UW System policies and rules;
3. UW-L policies and rules;
4. College policies and rules;
5. Shared governance by-laws and policies for faculty and academic staff; and
6. Departmental by-laws.

### **A. Preamble**

The mission of the UWL Department of History is to provide leadership in history education and scholarship. We provide our students with a solid foundation in the critical thinking and analytical skills necessary for interpreting historical evidence and research. We develop historical understanding and global perspective through courses in the University's General Education program and a balanced world history curriculum, strengthened by faculty specialties in a wide range of time periods, cultures, geographical areas, and thematic approaches. Our public history program develops analytical and interpretive skills through a curriculum focusing on material culture studies, oral history, cultural resource management, and community studies. Our programs prepare students for opportunities in fields such as teacher education, editing, archives, and museum studies, as well as for careers in law and government. Finally, we also serve the community by sharing our expertise when issues of historical importance engage the public's interest.

### **B. Meeting Guidelines**

Department meetings will be run according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.com/>) and WI state opening meeting laws (<http://www.doj.state.wi.us/AWP/OpenMeetings/2005-OML-GUIDE.pdf>, summary at <http://www.uwlax.edu/hr/rules/>)

The Department shall meet monthly, with the chair of the department having the authority to schedule additional meetings when necessary and cancel unnecessary meetings. A Department meeting must be convened within one week of the request of any two Department members.

Operating Rules: All meetings of the department shall be conducted in a manner consistent with the principles outlined in *Robert's Rules of Order, Newly Revised* (1990), and procedural questions not reconciled through existing Department policies shall be settled by reference to that manual. Minutes of all meetings will be kept according to Department policies, and distributed promptly after each meeting. Proxy votes are not permitted at meetings of the Department or its Committees unless they are explicitly permitted in circumstances covered by Department policies.

### **C. Definitions of Membership & Voting Procedures**

The membership of the Department of History will consist of all ranked faculty, full-time academic staff in their second continuous year of employment, and those part-time academic staff with faculty status. "Membership" refers to the right to attend and participate in discussions at the department meetings.

Voting rights are reserved to all full-time faculty members starting immediately upon employment, and full-time instructional academic staff in their second continuous year of employment. Exceptions to this rule will be indicated in these Bylaws relating to decisions on hiring, promotion, and retention where voting rights are governed by either a person's rank or tenure status.

### **D. Definitions of Quorum and Majority**

For meetings of the Department, a quorum is defined as the majority of the entire membership eligible to vote. For meetings of Committees, a quorum is defined as the majority of the constituted size of the committee.

### **E. Changing by-laws**

Amendments to Department Bylaws:

1. Proposals for amendments or additions to these Bylaws may be presented in writing for a first reading at any meeting of the Department of History at which a quorum is present, and adopted by a two-thirds majority vote of those present at the following Department meeting with a quorum.
2. If substantive modifications to proposals to amend or add to the Bylaws arise:
  - a. they shall be presented in writing to the secretary;
  - b. they shall be included in the proposed amendment by obtaining a simple majority; and
  - c. if modifications to the proposed amendment are adopted, voting on the amended proposal shall be postponed until the next Department meeting. The Chairperson shall make the amended proposal the first order of business at the next Department meeting.
3. Amendments to Departmental Policies:

Proposals for changes or additions to Department policies may be presented in writing for a first reading at any meeting of the Department of History at which a quorum is present, and adopted by a simple majority vote of those present at the following Department meeting with a quorum.
4. Action to Propose or Adopt Amendments Limited to the Academic Year:
  - a. Any decision to alter Department bylaws or policies must be made during the official academic year.

## **III. Faculty/Staff Responsibilities**

### **A. Faculty**

Faculty responsibilities are referenced in section IV of the Faculty Senate by-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons." A complete set of the by-laws are available off the Senate webpage under "Senate Articles and By-laws" <http://www.uwlax.edu/facultysenate/>.

1. The responsibilities of the academic departments derive from Article VI of the *Articles of Faculty Organization* of the UWL Faculty Senate. In addition to teaching the discipline of History in keeping with the curriculum created by the Department, these responsibilities include the following, which are each further specified in the *Articles of Faculty Organization*:
  - a. promoting scholarship and creative activities;
  - b. promoting the continued professional growth and development of its members by encouraging their participation in sabbatical leaves, developmental leaves, conferences, professional workshops and other similar programs;
  - c. utilizing the expertise and interest of its members to provide professional service;
  - d. advising students of academic program requirements and presenting the array of available career opportunities;
  - e. providing an internal governance structure in which the functions of the departmental can take place; and
  - f. making personnel decisions.
2. The Department of History also upholds the highest standards of professionalism, ethics, academic integrity and collegiality.

All tenured and probationary faculty of the History Department shall teach a workload of nine classroom hours per semester. The workload of full-time instructional academic staff in the History Department shall also be nine classroom hours per semester plus three additional hours of service or scholarship.

1. Determination of individual, departmental, college and university workload and accountability for that determination:
  - a. Individual workload is a collaborative decision determined by the department/department chair. Accountability for that determination shall rest with the department chair.
  - b. Departmental workload is determined by the department and the academic dean. Accountability for that determination shall rest with the academic dean(s).

#### **B. Instructional Academic Staff Responsibilities and Expectations**

Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or clinical professor series <http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html> and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities. <http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm>.

Instructional academic staff members are held to the same teaching expectations as are faculty members. Since instructional academic staff do not have the full range of responsibilities in the area of scholarly productivity and service, the evaluation of instructional academic staff shall be based primarily on the quality of their teaching record. Part-time instructional academic staff are not expected to assume responsibilities for student advising or service on departmental or university committees. Full-time instructional academic staff shall be evaluated primarily on the basis of the quality of their teaching, but

in the second year of continuous employment they are expected to advise students and serve on one or more committees

The workload for instructional academic staff:

For instructional academic staff, **Total Workload** is defined as a standard minimum teaching load plus additional workload equivalency activities.

Full-time instructional academic staff engaged in undergraduate instruction have a teaching load of 9 contact hours of group instruction per week. The total workload for a full-time equivalency shall not exceed 12 contact hours (e.g., 9 contact hour teaching load plus up to 3 contact hours additional workload equivalency).

Half-time instructional academic staff engaged in undergraduate instruction have a teaching load of .5 SCH as determined by departmental workload of group instruction per week. The total workload for a half-time equivalency shall include up to 2 contact hours additional workload equivalency).

### **Individual Development Plan**

The IDP is used to establish workload guidelines for each academic staff member and utilized for performance review and career progression.

Departments shall determine IAS full-time equivalencies.

Equivalencies might include: Service to the department, college and/or university;  
Scholarship

## **C. Non Instructional Academic Staff Responsibilities and Expectations**

### **D. Student Evaluation of Instruction**

The department will follow the UW-L SEI policy and procedure available off the Faculty Senate webpage <http://www.uwlax.edu/facultysenate/>. Ranked Faculty & SEIs. Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion in the form of (1) the single motivation item and (2) the composite SEI consisting of the 5 common questions. These numbers will be reported using the Teaching Assignment Information (TAI) form. The department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported. Finally, the department adds the departmental fractional median for both the single motivation item and the composite, the minimum and maximum composite SEI for the department, and the candidate's rank in SEI scores relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g. 3 of 15). IAS renewal and career progression. The same information as above is reported; however, no TAIs are generated for IAS.

Members of the Department of History shall conduct systematic student evaluations of instruction (SEIs) at least once each year. In a semester during which the SEI is conducted, all courses taught that semester shall be evaluated. Since the University Joint Promotion Committee requests applicants for promotion to submit SEI scores for each semester, faculty members holding rank below professor shall conduct the SEI each semester. Student course evaluations will be conducted using the SEI form adopted by the Department and prepared for use by the Department ADA (Academic Department Associate). The SEI forms shall be administered not prior to the 12<sup>th</sup> or after the last week of regular class sessions of the semester. The Department ADA shall prepare a schedule for Department members to proctor colleagues' SEIs. Under no circumstances may a student who is not present in the

class when students complete the SEI form be permitted to complete an SEI form at some other time for use in this process.

While instructors may wish to conduct SEIs in courses taught during a summer session, January intersession, May term intersession, or courses taught off-campus, those SEI scores shall not be used for purposes of performance evaluation or for merit pay considerations.

#### **IV. Merit Evaluation (Annual Review)**

The results of merit reviews for all ranked faculty who have completed at least one academic year at UW-L are due to the Dean's Office on Dec. 15 annually. Merit reviews reflect activities during the prior academic year ending June 1.

#### Procedures for Merit Pay Evaluation

- A. Department faculty members must conduct student evaluations of instruction (SEIs) at least once every three years. Because the University Joint Promotion Committee requests applicants for promotion to submit SEI scores for each semester, faculty members holding rank below professor may wish to do them more frequently.
- B. Annual Individual Professional Activity Reports should address three categories of activity: (1) teaching; (2) scholarly activity; and (3) professional and public service. Faculty members should formulate their comments on their activities in terms of the Department's curriculum and academic goals. These Individual Professional Activity Reports are due to the Department Chair by the end of May of each academic year, reporting on the activities of the summer and academic year preceding the report.
- C. The Merit Pay Committee, meeting in the Fall Semester of each academic year, uses material collected in the previous May to make determinations for merit pay categorizations applied to distributions that will be awarded in the following fiscal year. [For example, reports submitted in May 2003, describe activities from June 2002 through May 2003. The Merit Pay Committee meets in the Fall Semester of 2003 and uses this information to determine merit categories (see below) that are applied to merit pay increases for 2003-04. Except in extraordinary circumstances, first year faculty members shall be placed in the "meritorious" category.]
- D. The Department shall distribute merit rankings using the following categories: *Excellent*, *Special Merit*, *Meritorious*, or *Non-meritorious*. Only those applying for promotion shall be considered for the *Excellent* category, and in that sense are self-nominated. Merit pay increases for members judged *Excellent* shall be nominal, as recommended by the Merit Pay Committee and decided by majority vote of the Department. The *Special Merit* category shall be available to any faculty member, and is intended to reward very special and specific effort. Persons who wish to be considered for *Special Merit* must nominate themselves when they submit their Individual Professional Activity Report. The category *Meritorious* shall be the general ranking given to most members of the faculty.
- E. Formative evaluation: This is an option available to any member of the Department. The Department process provides that formative evaluation be conducted by a committee of three to five persons appointed by the Department Chair in consultation with the person requesting formative evaluations, with the Department Chair appointing the committee chair. Formative evaluation must occur if the faculty member requests it in writing; it may occur at the suggestion of the Merit Pay committee. Formative

evaluation should include discussion of individual goals, the faculty member's contributions to the goals and responsibilities of the Department, and the commitments of both Department and faculty member to reach an agreed upon set of goals.

Adoption date unknown; amended April 3, 1989; February 24, 1999; and April 24, 2002.

#### **V. Faculty Personnel Review**

The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08) <http://www.uwlax.edu/HR/rules/>

Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V. A & V. B. "Faculty Personnel Review" in these by-laws should be applied to faculty with a contract date after \_\_\_\_.

The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website.

#### **A. Retention (procedure, criteria and appeal)**

i. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence. Additional materials may be required for departmental review and will be indicated in these by-laws.

ii. Departments will provide the following materials to the dean: 1. Department letter of recommendation with vote; 2. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data; and 3. Merit evaluation data (if available).

iii. The initial review of probationary faculty shall be conducted by the tenured faculty of the appropriate department in the manner outlined below.

iv. Starting with tenured-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be formally reviewed in the spring of their first year. A departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.

Upon the call of the Provost/Vice Chancellor, the Retention and Tenure Committee shall review materials prepared for and/or by every Department member identified for review as a probationary faculty member. Materials for review shall include:

1. A Report of Teaching Effectiveness, to include
  - a. Honors and Awards
  - b. Assignments and exams
  - c. SEI ratings and peer evaluation
  - d. Academic standards and integrity
  - e. Student advising
  - f. Direction of undergraduate research or creative work

In general, this report on teaching should address teaching assignment, teaching development, teaching evaluation, and professional goals for teaching. Teaching assignment encompasses a listing of courses taught, unique expertise, approach to grading and evaluation, and duties that are different from classroom teaching. Teaching development encompasses the development of new courses and units, innovations and improvements in teaching techniques, participation in workshops on teaching, and preparation of curriculum

materials. Teaching evaluation encompasses a narrative outlining the methods used to evaluate teaching, in addition to written evaluation of peer(s), and SEI scores. Professional goals for teaching include a statement of general goals, as well as course-specific plans to move towards these goals.

2. A Report on Scholarship, to address publications, work in progress, conference paper presentations, as well as a statement of professional goals for scholarship. This includes:
  - a. Published articles, books, readings, edited journals, and refereed publications in electronic media
  - b. Professional conference participation
  - c. Historical consulting
  - d. Production of films/exhibits
  - e. Oral history
  - f. Grants awarded
  - g. Grants applied for
  
3. A Report on Professional and Public Service, to consist of a listing and brief explanation of the faculty member's organization of campus-wide events, service on campus-wide committees, as well as service to the History Department, to the campus, and to the community. Where pertinent, national and international service should also be listed. These include but are not limited to:
  - a. Organization memberships
  - b. Offices in organizations
  - c. Community organizations
  - d. Service to schools
  - e. Building library resources
  - f. Speeches
  - g. Consulting
  - g. Other

These three reports are to be included in the probationary faculty member's Retention File, and wherever possible, copies of certificates, programs, and any other applicable documentation should be submitted.

Criteria for retention decisions parallel the review categories identified in points 1-3 above (Reports of Teaching Effectiveness, on Scholarship, and on Service). Retention and Tenure Committee voters are instructed to weight teaching at 50% of the total evaluation and to weight Scholarship and Service 25% each, for a combined 50% weight. Compliance with this instruction shall be documented. Retention criteria and their weighting and procedures shall not be changed during the year preceding the review.

A call for review materials and written notice of the date and time of the review meeting shall go to each probationary faculty member no less than 20 calendar days prior to such meeting. The meeting shall be conducted in compliance with the Open Meetings Law of the State of Wisconsin. The probationary faculty member shall be given opportunity to make written and or oral presentations at the meeting. The committee's decision shall be reported in writing to the probationary faculty member, and to the Dean within seven calendar days.

The Chair shall preside at the review meeting of the Retention and Tenure Committee and shall conduct the vote by written and signed ballots. A simple majority of votes cast shall prevail. A statement of the reasons for the decision will be prepared, and will be presented to Dean along with the numerical tally of the vote.

Should the result of the vote be against retention of the probationary faculty member, a record of reasons for the decision shall be made prior to adjournment. This document shall be communicated to the probationary faculty member. Should he or she chose to appeal the decision, the probationary faculty member may address and/or contest the Retention and Tenure Committee's statement of the reasons for denying retention, in accord with Faculty Senate policies.

In the event that the Department should lack tenured members to serve on the Retention and Tenure Committee, the Dean will conduct review of candidates for retention.

#### **B. Tenure review and departmental tenure criteria**

The recommendation for retention for the year following the probationary period shall constitute a recommendation for tenure.

#### **C. Post-tenure Review**

##### **A. Criteria**

The Department of History will conduct a review of teaching, scholarship and service of the tenured faculty members, using information from peers and students.

##### **B. Procedures**

Once every five years, each tenured faculty member's activities and performance will be reviewed. A review cycle is on file with the Dean. The review will be completed as part of the merit determination process (or as soon thereafter as possible). Merit determination procedures are defined in Policy 2.2. The Merit Pay Committee shall follow the following methods:

- 1) Tenured faculty members who have received five uninterrupted years of satisfactory ("Meritorious") or higher merit evaluations shall be judged to be performing satisfactorily.
- 2) Tenured faculty members who are up for review and who wish to focus the evaluation on aspects for their individual professional development may choose to activate the formative evaluation procedures previously adopted by the Department (see Policy 2.2.F). Formative evaluation is voluntary, provide for direct collegial interaction and is designed to produce a consensus. No written records of formative evaluations are kept. With the consent of the tenured faculty member under review, a written request could be sent to the Dean describing resources needed for that person to act on any recommendations stemming from formative evaluation.
- 3) Tenured faculty members who have received one or more merit evaluation(s) of less than satisfactory performance in the previous five years shall be required to initiate formative evaluation.

- 4) The results of the periodic review of tenured faculty members will be sent to the Dean.

**D. Faculty Promotion Procedures (procedure, criteria and appeal)** The department will follow the guidelines and schedules regarding faculty promotion available at <http://www.uwlax.edu/hr/promo-resources.htm>

1. All meetings of the Promotion Committee shall take place in compliance with the Wisconsin Public Meeting Law. There shall be a minimum of twenty days notice prior to the holding of any such meeting.
2. On behalf of the Department, the Department Chair shall request each person eligible for promotion to assemble promotion evaluation materials covering her or his work for the past three years or since the time of the last promotion.
3. Promotion recommendations shall be made by the Department's Promotion/Merit Pay Committee and the Department Chair will forward them to the appropriate administrative office.
4. In the course of its deliberations the committee shall have access to the candidate's SEI ratings for the past three years.
5. The following criteria shall be used for judging the performance of members relative to recommendations for rank advancement:
  - a. Teaching (50%):
    - 1) Honors and Awards
    - 2) Assignments and exams
    - 3) SEI ratings and peer evaluation
    - 4) Academic standards and integrity
    - 5) Student advising
    - 6) Direction of undergraduate research or creative work
  - b. Scholarship (when weighted with "3" below shall combined represent 50%):
    - 1) Published articles, books, readings, edited journals, and refereed publications in electronic media
    - 2) Professional conference participation
    - 3) Historical consulting
    - 4) Production of films/exhibits
    - 5) Oral history
    - 6) Grants awarded
    - 7) Grants applied for
    - 8) Publications related to undergraduate research or creative work

- c. Professional and Public Service (when weighted with “2” above shall equal 50%):
  - 1) Organization memberships
  - 2) Offices in organizations
  - 3) Community organizations
  - 4) Service to schools
  - 5) Building library resources
  - 6) Speeches
  - 7) Consulting
  - 8) Other

At the option of the Promotion/Merit Pay Committee a candidate for promotion could be invited to submit the names of three “outside” evaluators, from which one would be selected to assess the candidate’s published scholarship.

Adopted April 26, 1976; revised October 31, 1994; April 24, 2002)

In some fashion, peer review of teaching is part of the following four review processes:  
annual review and merit evaluation (see IV);  
retention decisions for probationary faculty (see V);  
the instructional academic staff reappointment process (see VI); and  
promotion recommendations (see V);

Classroom observation of teaching is required at least once per academic year for probationary faculty members for the first four years of employment, and for instructional academic staff members with a full year appointment. It is required once per semester for instructional academic staff members with a semester appointment for as long as the Retention Committee wishes to request them.

A Department member observing a colleague’s teaching should have at least three years of employment within the Department. At a Department meeting, the Department Chair will solicit volunteers to make observations of the appropriate Department member’s teaching. If there are no volunteers, the Department Chair will appoint observers. After a Department member has been designated to observe a colleague’s teaching, the two are encouraged to meet prior to the class session to discuss the instructor’s goals for that class session. The observer shall write a short descriptive report on the class session, to be distributed to the instructor, the Department Chair, and eventually to the Retention Committee.

## **VI. Instructional Academic Staff Review**

### **A. Annual Review**

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form:

<http://www.uwlax.edu/hr/current/IDP/IDP.htm>

### Procedures and Criteria for Evaluating Instructional Academic Staff

1. Prior to or upon the call from the Provost Vice Chancellor, the Department Chair shall convene the Retention and Tenure Committee to review materials prepared for and/or by every instructor identified for review as an instructional academic staff member and to make recommendation(s) to the Dean for the retention/non-retention of these instructors.
2. Materials for **part-time** instructional academic staff members under consideration for retention shall include a record of teaching, including materials described in Policy 2.3.A. The individual will also include a record of scholarship and/or service, as stipulated in that individual's IDP. Materials for **full-time** instructional academic staff members under consideration for retention shall include
  - a) a record of both student and peer evaluations of teaching (see Policy 2.3.A.);
  - b) a record of research and/or service as stipulated in the individual's IDP.
3. A call for review materials and written notice of the date and time of the review meeting shall go to each person being reviewed no less than twenty calendar days prior to such meeting.
4. The meeting shall be conducted in compliance with the Open Meetings Statute of the State of Wisconsin. The instructional academic staff member(s) shall be given opportunity to make written and/or oral presentations at the meeting.
5. The Retention Committee's decision shall be reported in writing to the staff member under review and to the Dean of the College within seven calendar days.

Adopted November 3, 1980; amended April 24, 2002.

### **IDP Review Process**

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation.

IDP Form: <http://www.uwlax.edu/hr/current/IDP/IDP.htm>

### **IAS Career Progress**

#### Guidelines

[http://www.uwlax.edu/facultysenate/committees/IAS\\_documents/IAS Career Progression & Portfolio Dev.htm](http://www.uwlax.edu/facultysenate/committees/IAS_documents/IAS_Career_Progression_&Portfolio_Dev.htm)

#### Department Chairs Guidelines for IAS Career Progression

<http://www.uwlax.edu/facultysenate/committees/ias/pages/ChairsInfoCP.html>

Departments may wish to further elaborate guidelines for career progression.

## IAS Electronic Portfolio Guidelines

<http://www.uwlax.edu/provost/pvchome/eportfolios.htm>

### **B. Career Progression Procedures**

Policies and procedure guiding career progression for IAS are available at <http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html>.

### **C. Appeal Procedures re: Annual Review**

### **VII. Non-Instructional Academic Staff Review (if applicable)**

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form:

<http://www.uwlax.edu/hr/current/IDP/IDP.htm>

### **VIII. Governance**

#### **A. Department Chair**

##### **1. Election of the Department Chair**

- a. The responsibilities of the Chair of the Department of History derive from Article VI. H of the *Articles of Faculty Organization* of the UWL Faculty Senate. As noted there, the Chair is expected to assume a prominent role in creating a professional environment conducive to high morale and productivity in the Department. Further, in consultation with the appropriate committee(s), the Chair shall oversee the implementation of department policies in the following area:
  - 1) Registration and scheduling;
  - 2) Curriculum implementation and development;
  - 3) Budget, textbooks, equipment and facilities;
  - 4) Convening and presiding over department meetings, and ensuring that departmental committees are meeting to fulfill their responsibilities;
  - 5) Personnel decision making processes as specified in Department and University policies.
  - 6) Student concerns and questions, and ensuring that academic advising occurs in the Department; and
  - 7) Liaison with other levels and units within the University and community, and representing the Department's interests in those venues.
- b. The teaching load of the Department Chairperson is reduced to a degree dictated by university policies.

These bylaws are as amended on April 3, 1989, September 19, 1994, December 12, 1994, May 1, 1996, December 3, 1997, and April 24, 2002

## **2. Responsibilities and Rights of the Department Chair**

The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate By-Laws (revised 2006) <http://www.uwlax.edu/facultysenate> under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons " and "V. The Selection of Department Chairpersons" and "VI. Remuneration of Department Chairpersons." in addition references to chair-related duties are stated throughout the Faculty Handbook

<http://www.uwlax.edu/provost/administration/chairs.htm>

## **B. Standing Departmental Committees** (e.g., personnel (for any matters not covered above) equipment, travel, space, budget, curriculum, assessment, etc).

### 1. Standing Committees

Insofar as possible the committee membership shall reflect the rank structure and other interests of the Department. No faculty member shall serve on an appointed committee for more than three years consecutively. All appointments, except the Curriculum Committee whose members are selected on the basis of an alphabetical Rotation, shall be made by the Chairperson of the Department. Committee reports requiring Department action shall be submitted in writing to Department members at least three days prior to the Department meeting where action is to be considered.

#### a. Curriculum Committee

- 1) Membership: Four members shall comprise this committee.
- 2) Selection and duration of service: Committee members will be selected by the chair on a rotation basis, from the alphabetical listing of tenured and probationary faculty. In alphabetical order, the first two members of the committee will rotate off each year and the next two department members will be added. Thus, service on this committee is for two years.
- 3) Duties of the Curriculum Committee include:
  - a) to generate solicit and/or review curriculum proposals and make recommendations to the Department;
  - b) each semester, the Committee shall review the preliminary schedule of courses constructed by the Chair in consultation with department members to insure the appropriate selection of courses, rotation of courses across categories of required courses within the major, prevent time conflicts, that writing emphasis courses are offered, and that necessary information is included in the published Timetable to inform students of special considerations; and
  - c) to consult with Department members who are considering submitting a Faculty Development Proposal about any aspects of such a proposal that has direct implications for the Department's curriculum.

- b. Promotion and Merit Pay Committee
- 1) Membership: All tenured full professors and the Chairperson ex-officio.  
No member shall be eligible to vote on the promotion of anyone to a rank higher than he/she currently possesses. Subject to this proviso, the chair shall have the right to vote.
  - 2) Duties:
    - a) recommend members of the Department for promotion in accordance with Faculty Personnel Rules and Faculty Senate and Department policies.
    - b) recommend to the department procedures for the collection of relevant data and a formula for merit pay distribution in accordance with Faculty Senate and Department policies.
    - c) The decisions of this committee are available to Department members upon request.
- c. Retention and Tenure:
- 1) Membership: All tenured members of the Department. All eligible members of this committee, including the Department Chairperson, shall have a vote.
  - 2) Duties: Shall make recommendations to the administration regarding retention of probationary faculty members and full-time instructional academic staff members.
- d. Academic Personnel:
- 1) Membership: Four members shall comprise this committee; the chair of the committee, selected by the members of the committee, shall be tenured.
  - 2) Selection: Members shall be appointed annually by the Chair.
  - 3) Duties: Upon the direction of the Department
    - a) Shall solicit and review applications for new or vacant positions to determine eligibility only.
    - b) Shall forward eligible candidates names to the Department for its deliberation.
- e. Development Committee
- The committee will include three members, representing a range of experience within the department, appointed annually by the chair. Committee tasks will include:
- 1) Evaluating applicants and awarding student scholarships.
  - 2) Administer funds from grant sources (1/3 to be spent on student needs, 1/3 on program development—for example, speakers, special events and hosting conferences, and 1/3 on supplies).
  - 3) Develop a fund raising strategy for the History Development Fund.
  - 4) Administer the History Development Fund, recommending spending and new scholarships. All spending recommendations will require the approval of the department.
- f. Ad Hoc Committees
- Ad Hoc Committees shall be appointed by the Department or by the Chairperson with consent of the Department to complete necessary or desirable tasks not otherwise specified in these Bylaws. The duration of any Ad Hoc Committees shall be noted in the charge to these committees, and the authority of such committees is limited to making recommendations to the Department.

## C. Departmental Programmatic Assessment Plan

### a) Academic program assessment

#### 1. History Major/Minor Program Student Learning Outcomes

- a) Written communication skills: develop a foundation of mechanics and expression
- b) Critical thinking: develop a critical understanding of source materials and historical content
- b) Integration of knowledge: the ability to bring information to bear on an issue from multidisciplinary perspectives
- c) Global perspective and understanding of diversity: to build content knowledge of world cultures
- d) The ability to conduct historical research using primary and secondary sources

#### 2. Process

- a) Program assessment for the major and minor will be lodged in the required historiography and methods class, HIS 200, and in the capstone research seminar, HIS 490.
- b) Early in fall semester the department will select one or more SLOs as the focus of assessment for that academic year.
- c) Late in the spring semester the department will meet to discuss the results and agree on a report
- d) Instructors in HIS 200 and HIS 490 each semester will a) select sample student papers from that semester to be reviewed by the department for purposes of assessment—these papers will be presented anonymously (this will suffice for the SLOs on writing skills, critical thinking, and research), and/or b) ask students to prepare a concise essay of 1-3 pages, to be integrated later into their full paper, addressing their topic in relation to either multidisciplinary or global understanding and diversity.

**D. Additional departmental policies** Sickleave. Department members will account for sickleave in adherence to the most current UW System guidelines:

<http://www.uwsa.edu/hr/benefits/leave/sick.htm>. Vacation. For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.

## IX. Search and Screen Procedures

The department will follow hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations.

### A. Tenure-track faculty

The approved UW-L tenure track faculty recruitment and hiring policy and procedures are found at

<http://www.uwlax.edu/hr/employment/PeopleAdmin.htm>

Additionally, UW-L's spousal/partner hiring policy can be found at <http://www.uwlax.edu/hr/current/Unclassified/Spouse-HirePOL.pdf>

The Personnel Committee will screen all applicants to identify those who meet the minimum listed requirements, and inform the Department of those who do. The Department will review and evaluate applicants to make hiring recommendations to the Dean.

1. The Department, prior to advertising the position, will formulate criteria for each position.
2. The Personnel Committee will screen all applications to determine eligible candidates, and will do so with the specific criteria formulated by the Department. All eligible candidates' names will be forwarded to the Department.
3. All members of the Department will read all candidates' files. At a Department meeting, each of the candidates will be reviewed and, with each member of the Department making judgments in applying the criteria to the candidates, the Department will shorten the list of candidates to a maximum of fifteen finalists. Each candidate must receive a majority vote of members present to be included on the list of semi-finalists.
4. Should a candidate fail to advance to semi-finalist status on the initial vote, he or she may be re-considered only once. Any member may request a re-vote. The Department will review the semi-finalists to select six finalists.
5. The Department will then select three persons to be placed on the interview list. A majority vote of the Department will be required to move a person to the interview list.
6. The Department will then check with the Office of the College of Liberal Studies who will consult with the Affirmative Action Office to see if that office has any concerns with the interview list.
7. The Department will then forward those names to the Office of the College along with a one-page evaluation of the strengths and weaknesses of each recommended interviewee, and request interviews.
8. Upon conclusion of the interview process, the Department will meet to make a recommendation of a single, preferred candidate to the Dean of CLS. Should the Dean not accept this recommendation or the candidate decline the offer, the Department will meet to consider whether it wishes to forward an additional name to the Dean.

Recommendation to Hire (this section submitted by Office of Affirmative Action)

1. When the Department delivers to the Dean its recommendations to hire along with supporting information, if the Dean concurs he or she shall request the authorization of the Affirmative Actions Officer and the Provost/Vice Chancellor to extend an offer.
2. This communication is to be made via e-mail, with a copy to [recruit@mail.uwlax.edu](mailto:recruit@mail.uwlax.edu). More than one candidate may be approved to reduce the delay in the event the first or second candidate declines the offer.
3. If the candidate accepts the offered position, the Personnel Action Form (back of the pink sheet) shall be completed and forwarded to the Human Resources Office, along with materials from the candidate's file that are needed to draft the contract letter and create the candidate's personnel file (see Recruitment Manual for a listing of this information).
4. After selection has been assured, the Chair will notify all candidates not previously notified that the position has been filled.

5. The Chair will prepare final committee materials and is responsible for the archiving or other disposition of Department records in consultation with the Office of Human Resources.

Adopted March 4, 1996; amended April 24, 2002.

**B. Instructional Academic Staff**

Hiring policy and procedures are found at

<http://www.uwlax.edu/hr/employment/PeopleAdmin.htm>

**C. Contingency Workforce (Pool Search)**

Hiring policy and procedures are found at

<http://www.uwlax.edu/hr/employment/PeopleAdmin.htm>

**D. Academic Staff (if applicable)**

Hiring policy and procedures are found at

<http://www.uwlax.edu/hr/employment/PeopleAdmin.htm>

**X. Student Rights and Obligations**

**A. Complaint, Grievance, and Appeal Procedures (can reference an appendix)**

**1. Advising**

Each student majoring in History in the College of Liberal Studies shall be assigned an advisor. Any student request for a particular Department member as an advisor will be honored if possible. A nearly equal number of students shall be assigned to each advisor. Students who are undeclared majors and are assigned to the Department of History for advisement will be distributed to Department members in approximately equal proportion.

Expectations for advisors include:

- a. being supportive and responsive to advisees;
- b. encouraging advisees to set appointments during the weeks prior to registration by making the advisor's office phone number and e-mail address available to advisees, and by posting expanded office hours and sign-up sheets on the advisor's office door;
- c. being familiar with the curriculum of the Department of History and of the General Education Program; and
- d. being familiar with the other advising resources of the University.

## **2. Course Grade Appeals**

When a student disagrees with a grade received from an instructor in the Department of History and wishes to appeal that grade, the following process shall be followed:

- a. The student should consult with the instructor to see if an agreement over the grade in question can be reached. If not,
- b. The student shall consult with the Department Chair to provide information and explain his or her point of view.
- c. The Department Chair shall consult with the instructor on the issue of the grade, seeking to insure that the student has consulted with the instructor and that the instructor accurately understands the student's position on the matter.
- d. If the result of steps 1-3 does not resolve the issue, the student may take the grade appeal to the Dean of the College.
- e. The instructor of the course is the only person who can change a grade and the instructor's decision is final.

This process applies to appeals of grades given to specific instances of academic work and/or final course grades.

## **3. Incomplete Grades**

Grades of "incomplete" shall be issued to students in cases where illness, family tragedy or other unusual circumstances beyond the control of the student has prevented the student from completing some portion of the course requirements. These criteria are stipulated in University policy. Incompletes shall not be issued unless the student has completed some substantial portion of the required course work. Work or other obligations not related to health or family are not legitimate grounds for incomplete grades. In cases where the original instructor cannot evaluate the student's completed work, the Department chair will take responsibility for arranging for that work to be evaluated for a grade and that the student's grade is reported to the Office of Records and Registration.

## **4. Advanced Placement**

Like other UW-La Crosse academic departments, the Department of History grants academic credit to students who have demonstrated appropriate performance on standardized examinations developed to measure university level historical knowledge and analytical skill. The Advanced Placement (AP) exam, the International Baccalaureate (IB) exam, and the College Level Entrance Program (CLEP) exam may be used for this purpose. The appropriate course and credit equivalencies of these examination scores are on record in the Office of Admissions and the Department of History. The Department Chair and the Curriculum Committee of the Department of History will review these equivalencies periodically.

## 5. Student Non-Grade Appeals

By University policy, non-grade appeals are available to students to initiate and resolve complaints regarding the behavior of faculty or academic staff. In general, complaints may be lodged with the Department Chair or Dean of the College if students feel that their ability to learn is being impaired. The details of this policy and the hearing procedures are detailed on the University's website.

### **B. Expectations, Responsibilities, and Academic Misconduct**

Academic and nonacademic misconduct policy referenced:

[http://www.uwlax.edu/StudentLife/academic\\_misconduct.htm](http://www.uwlax.edu/StudentLife/academic_misconduct.htm)

### **Academic Misconduct**

Academic misconduct, i.e., cheating in any form, is subject to punishment appropriate to the nature of the misconduct as outlined in UW System policy. The details of this policy and the hearing procedures are detailed on the University's website.

## **XI. Other**

### **A. Miscellaneous policies**

#### **1. Summer session policies**

[In light of new CLS Summer Session Policy initiated in Spring Semester 2002, the policy of the Department of History needs to be extensively re-written. The new CLS policy will greatly simplify the Department policy.]

#### **2. Domestic Travel Allocation Procedures**

In support of Department members' pursuit of professional development or enrichment, the Department budget contains funds for expenses incurred during travel to conferences, seminars or other professional activities. The procedure for seeking such funds is described below. Departments have been requested to not distribute their budgeted travel funds equally to all members, in order to provide incentives for professional development and reward the most active members of the Department. Yet such requests can be divisive. The procedure outlined below results in more travel support going to those who are the most professional active, while maintaining equal access to Department travel funds by all members.

- a. As soon as possible in a given academic year, the Department member seeking support submits a request on the form provided by the College and on file in the Department Office. Each Department member is responsible for complete and accurate anticipated expense figures, and should seek the most reasonable rates available.
- b. The Department Chair shall allocate a reasonable amount of Department funds to defray costs of each legitimate trip to professional conferences or events, within the constraints of the Department budget. The total amount allocated to any one Department member for travel in the United States prior to requests submitted by March 30 of each year shall not exceed the amount provided by the College for each instructional FTE in

the Department. The Chair shall take this into account in those cases where a Department member makes multiple requests in the same year.

- c. The request for travel support is forwarded to the Office of the College of Liberal Studies where it is considered for further funding in accord with the criteria specified in CLS policy.
- d. After March 30 of each year, the Department Chair shall determine how much, if any, travel funds remain in the Department budget, and award such funds to any pending travel requests. In this manner, the travel funds that have not been requested by Department members who do not travel in a given year become available to those who have utilized their equal share of travel funds.

### **3. Final Exams**

Final examinations in courses taught by the Department of History are to be administered in accord with University policy. The University of Wisconsin-La Crosse has a policy requiring final examinations appropriate to particular courses. Final exams are required to take place as scheduled during the “closure week” (i.e., the week scheduled for final exams) unless the Provost Vice Chancellor approves alternative arrangements. Under no circumstances can an instructor deny a student the right to take the final examination during the period scheduled for that class during closure week.

### **4. Campus Absence Forms**

The University of Wisconsin System, as part of the State of Wisconsin, is a self-insuring body. In order for employees to maintain insurance coverage while performing employment-related activities when absent from campus, a “Campus Absence Form” must be filled out, signed, and submitted to the Department Chair, who must also validate the reasons of the absence and sign the form. The completed form stays on file within the Department. Thus members of the Department of History who leave campus for professional activities must complete the Campus Absence Form.

### **5. Faculty Status**

The Articles of Organization of the Faculty Senate (IX) state that

Members of the academic staff who are . . . instructional staff with credit-producing assignments of at least 50 percent full-time equivalent . . . shall be accorded faculty status at the level of university governance, during the second year of their appointment. A member of the instructional academic staff with an appointment title of lecturer shall, once accorded faculty status, continue to hold faculty status rights in university governance as long as employment continues with consecutive appointments within a department.

Further, “Governance within any department is subject to action of the faculty members of that department.”

## 6. Graduate Faculty Status

Graduate faculty status is necessary for a faculty member to teach courses for graduate credit (including independent studies courses), or serve on a graduate student's thesis committee. Faculty members desiring Graduate Faculty status need to follow the procedures adopted by the University and/or College of Liberal Studies. Faculty members of the Department of History are encouraged to seek graduate faculty status, but such a decision remains the prerogative of the individual.

## 7. Teaching Loads and Special Requests

a) Concerning how teaching loads in the History Department should be defined:

The curriculum committee recommends that both full and partial teaching loads be defined by the Student Credit Hours (SCH) assigned by the College of Liberal Studies rather than by the number of courses taught each year. We also recommend that *HIS 490: Senior Research Seminar*, while traditionally enrolling a minimum number of students (48-60 SCH), be considered equal to a 300-level upper-division course (105 SCH).

b) Concerning the teaching of World History (HIS 101 and HIS 102):

The curriculum committee recommends that every tenured or tenure-track member of the History Department teach at least one section of either HIS 101 or HIS 102 each year.

c) We further recommend that items #1 and #2 above be subject to change depending upon Department curricular and enrollment needs as determined by the curriculum committee.

d) Concerning special schedules and requests for reduced SCH loads, we recommend that tenured or tenure-track members of the History Department be permitted to request a special teaching schedule that departs from items #1 and #2 above in the following respects:

- 1) A faculty member may request a reduced SCH load one semester if s/he proposes an increased load the next semester.
- 2) A faculty member may request a schedule that includes one or more courses at any level for either a semester or a year. For example, the request could be to teach only World History courses for a semester or a year (and thus only have one preparation), or the request could be to teach only two upper-division courses for a semester or a year.
- 3) Either proposed course schedule above must offer the legitimate prospect of serving the appropriate number of students (variable according to full-time or partial teaching loads). The faculty member will direct his/her proposal to the curriculum committee, who will make a recommendation to the Department for consideration.

- 4) These options are available to every tenured or tenure-track member of the Department who may request a special schedule once every three years. If more than one faculty member applies, the curriculum committee will consider Department curricular needs and decide whether more than one proposal can be sustained for the period in question. If not, the curriculum committee will establish a rotation schedule or calendar, taking into account which (if any) applicant received this benefit most recently.